

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
DELETED PAGE INFORMATION SHEET  
FOI/PA# 1218644-0

Total Deleted Page(s) = 103

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# Acquisition Security Unit Checklist

Version 3 - 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	04/12/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
_____ ASU _____ Date	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission-essential contract.	
Signature: _____ Date: _____	
Printed Name: _____	

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b7C  
b7E

b6  
b7C

b7E

b6  
b7C

CREW-5096

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X Deleted Page(s) X  
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~~SECRET~~//NOFORN

EMAILS AND ECs FROM ET



b6  
b7c

PART ~~4~~ OF ~~4~~

Classified By: J76J21T83  
Derived From: FBI NSISC-20090615  
Declassify On: 20381231

~~SECRET~~//NOFORN

CREW-4962

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
**FACSIMILE COVER SHEET**

**PRECEDENCE**

☐ Immediate

☐ Priority

☒ Routine

**CLASSIFICATION**

☐ Top Secret

☐ Secret

☐ Confidential

☐ Sensitive

☒ Unclassified

**TO**

Name of Office:

CIRG / SAS

Facsimile Number:

Date:

1/06/12

Attn:

M+PA

Room:

Telephone Number:

**FROM**

Name of Office:

OTD / VSH

Number of Pages: (including cover)

4

Originator's Name:

Originator's Telephone Number:

Originator's Facsimile Number:

Approv:

**DETAILS**

Subject:

Class II medical Certificates

Special Handling Instructions:

Please add these copies of certificates to your  
pilot files. I will send updates when obtained.

Brief Description of Communication Faxed:

Current copies of class II med. certs.

**WARNING**

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18.U.S.C. § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

CREW-4963

PAGE, DAVID A. (OTD) (FBI)

From: [REDACTED] (OTD) (FBI)  
Sent: Monday, March 05, 2012 10:42 AM  
To: [REDACTED] (FBI)  
Subject: RE: Medical Cert, Class II

b6  
b7C

Classification: UNCLASSIFIED

=====

Hi [REDACTED]

b6  
b7C

I only maintain records of these certificates for the Video Surveillance Unit and also forward copies to [REDACTED]

**Position Title:** MGMT&PROG ANAL

**Functional Title:**

**Organizational Title:**

**Cost Code/Responsible Unit Code:** 2242

**Cost Center Name/Responsible Unit Name:** D22-AVIATION SUPPORT

**Fax Number:** [REDACTED]

**Pager Email:** [REDACTED]

**Blackberry Email** [REDACTED]

[REDACTED]

From: [REDACTED] (FBI)  
Sent: Monday, March 05, 2012 9:26 AM  
To: [REDACTED] (OTD) (FBI)  
Subject: Medical Cert, Class II

b6  
b7C

Classification: UNCLASSIFIED

=====

[Redacted]

b6  
b7C

I need to get you a copy of my Class II medical certificate. Please provide an bu-mail address so I can forward it to you!!

Thanks!!

**Very Respectfully,**

[Redacted]

Investigative Specialist - Aviation  
Bue-berry: [Redacted]

Critical Incident Response Group

Field Flight Operations Unit

[Redacted]

b7E

***~BE SAFE, STAY VIGILANT~***

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Classification: UNCLASSIFIED

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Classification: UNCLASSIFIED

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
FACSIMILE COVER SHEET

PRECEDENCE

☐ Immediate

☐ Priority

☒ Routine

CLASSIFICATION

☐ Top Secret

☐ Secret

☐ Confidential

☐ Sensitive

☒ Unclassified

TO

Name of Office:

D22-Aviation Support

Facsimile Number:

Date:

3/5/12

Attn:

[Redacted]

Room:

Telephone Number:

[Redacted]

b6  
b7C

FROM

Name of Office:

VSU

Number of Pages: (including cover)

2

Originator's Name:

[Redacted]

Originator's Telephone Number:

[Redacted]

Approv

DETAILS

Subject:

Medical Certificates

Special Handling Instructions:

Please update file of ET [Redacted]  
with current Med. Cert. 2nd Class.

b6  
b7C

Brief Description of Communication Faxed:

Medical Certificate 2nd Class  
for ET [Redacted] (VSU) - UAV pilot

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18.U.S.C. § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

CREW-4969



FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
FACSIMILE COVER SHEET

PRECEDENCE

☐ Immediate

☐ Priority

☒ Routine

CLASSIFICATION

☐ Top Secret

☐ Secret

☐ Confidential

☐ Sensitive

☒ Unclassified 5/10/12

TO

Name of Office:

CIRG/SAS

Facsimile Number:

Date:

5/8/12

Attn:

M+PA

Room:

Telephone Number:

b6  
b7C

FROM

Name of Office:

OTD/VSL

Number of Pages: (including cover)

Originator's Name:

Originator's Telephone Number:

Originator's Facsimile Number:

Approved:

DETAILS

Subject:

Class II Medical Certificates

Special-Handling Instructions:

Please add these copies of certificates  
to your pilot files.

b6  
b7C

Brief-Description of Communication Faxed:

Current copies of Class II Med. Certs.

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18.U.S.C. § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

CREW-4970

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
FACSIMILE COVER SHEET

PRECEDENCE

☐ Immediate

☐ Priority

☒ Routine

CLASSIFICATION

☐ Top Secret

☐ Secret

☐ Confidential

☐ Sensitive

☒ Unclassified

TO

Name of Office:

CIRG/SAS

Facsimile Number:

Date:

5/8/12

Attn:

M+PA

Room:

Telephone Number:

FROM

Name of Office:

OTD/VSU

Number of Pages: (including cover)

Originator:

Originator's Telephone Number:

Originator's Facsimile Number:

Approved:

DETAILS

Subject:

Class II Medical Certificates

Special Handling Instructions:

Please add these copies of certificates  
to your pilot files.

Brief Description of Communication Faxed:

Current copies of Class II Med. Certs.

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18.U.S.C. § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

CREW-4973

[redacted] OTD) (FBI)

b6  
b7C  
b7E

**From:** [redacted] OTD) (FBI)  
**Sent:** Thursday, August 18, 2011 12:35 PM  
**To:** [redacted] OTD) (FBI)  
**Subject:** FW: FBI Small UAV Services and [redacted] Services Available --- UNCLASSIFIED

Classification: UNCLASSIFIED

=====

[redacted] here is the EC and a short description of what the Field Offices are required to have before we submit a COA request to the FAA. You can forward this email and the attachment to anyone in the FBI that need the information.

b6  
b7C

[redacted]

**From:** [redacted] OTD) (FBI)  
**Sent:** Thursday, July 21, 2011 7:40 AM  
**To:** [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI); [redacted] (FBI)  
**Cc:** [redacted] OTD) (FBI)  
**Subject:** FBI Small UAV Services and [redacted] Services Available --- UNCLASSIFIED

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b7C  
b7E

Classification: UNCLASSIFIED

=====



ECSOP.wpd

Hybrid Squad SSA's,

We Operational Technology Division (OTD) and Critical Incident Response Group (CIRG) are offering our services in support of [redacted] for the Hybrid Squads and across all Field Offices.

OTD's Video Surveillance Group (VSU), the Tech guys who give you [redacted] and cool gadgets and CIRG's Field Flight Operations (FFO) the guys who fly [redacted] have been working jointly for over a year in an effort to create an operational Unmanned Aerial Vehicle (UAV) Program.

The time is now here and we are offering these services.

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[redacted]

In order to legally fly and operate the UASs, we need to submit what is known as a Certificate of Waiver and Authority (COA) to the Federal Aviation Administration (FAA).

Once the authority is granted (usually 2-3 months) we can deploy the team [redacted]

[redacted]

We currently have several approved COAs and have applied for a county wide COA in [redacted]  
All we need from your Squads are the [redacted]  
[redacted] If approved we will then submit these coordinates on the COA to the FAA via our new  
and streamlined online COA process.  
Once approved by the FAA, we will require certain administrative assistance and approvals from your office  
management (see attached EC).

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We have successfully operated the [redacted] UASs [redacted]  
Please take a moment to read the attached EC for requirements once a COA is approved.  
If you are interested in these services please contact me or have your case agent contact directly and I can assist you  
with the process.

Regarding the [redacted] returned from their training several weeks ago. While at the training we were able to  
utilize the [redacted] These services are also available and we are  
coordinating these between OTD and Aviation Surveillance Branch [redacted] Once a determination is made that  
[redacted] Services are feasible, we will contact [redacted] Remember [redacted] is on a  
case by case basis and not a blanket offer.

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Any Questions please feel free to contact your Technical Advisor, your Aviation Coordinator or me directly.

Thank You

SSA [redacted]  
Program Manager  
[redacted]  
OTD-VSU  
FBI Academy Quantico, VA  
[redacted]

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Classification: UNCLASSIFIED

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Classification: UNCLASSIFIED

(Rev. 05-01-2008)

UNCLASSIFIED

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 11/10/2010

To: Critical Incident Response Group

Attn: ASC  
UC  
SSA

[REDACTED] ASB  
[REDACTED] ASB/FFO  
[REDACTED] ASB/FFO

b6  
b7C

From: Operational Technology  
Traditional Technology Section/Video Surveillance Unit  
Contact: SSA [REDACTED]

b6  
b7C

Approved By:

[REDACTED]

Drafted By:

Case ID #: 321D-IR-A7788-41 (Pending)

Title: Unmanned Aerial Vehicle (UAV)

[REDACTED]

b7E

Synopsis: Recommend Standard Operating Procedures (SOP) for the request and implementation of services for UAV and [REDACTED] (better known as [REDACTED] by field offices and operating requirements and parameters for equipment and personnel operating these vehicles.

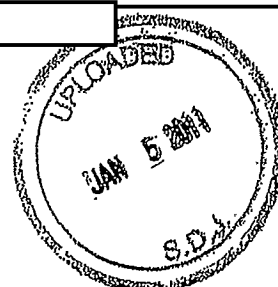
Enclosure(s): U.S. Department of Transportation, Federal Aviation Administration, Air Traffic Organization Policy NJ07110.52 effective 12/16/2009  
Federal Aviation Administration, Memorandum, Unmanned Aircraft Systems Operations in the U.S. National Airspace System - Interim Operational Approval Guidance, dated 12/16/2005  
Interim Operational Approval Guidance 08-01  
Unmanned Aircraft Systems, Operations in the U.S. National Airspace System dated 03/13/2008

Details: Operational Technology Division (OTD)/Traditional Technology Section (TTS)/Video Surveillance Unit (VSU) currently has an inventory of UAVs and [REDACTED]

b7E

VSU\_314.1.wpd

UNCLASSIFIED



MAIL ID 30492

CREW-5001

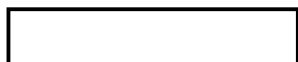
UNCLASSIFIED

To: Critical Incident Response Group From: Operational Technology  
Re: 321D-IR-A7788, 11/10/2010

LEAD(s):

Set Lead 1: (Info)

CIRG  
CRITICAL INCIDENT RESPONSE GROUP



For information only.

Encls

CC:



♦♦

b6  
b7C  
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UNCLASSIFIED

~~SECRET~~ (U)

CLASSIFIED BY NSICG F54M93K42  
REASON: 1.4 (c)  
DECLASSIFY ON: 11-25-2038  
DATE: 11-25-2013

(Rev. 05-01-2008)

~~UNCLASSIFIED~~

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 02/02/2012

To: Operational Technology

Attn:

[Redacted]

b6  
b7C

From: Operational Technology

VSU/TTS/OTD

Contact: SSA

[Redacted]

Approved By:

[Redacted]

b6  
b7C

Drafted By:

[Redacted]

Case ID #: 319T-2-HQ-A1487668 (Pending)

Title: Unmanned Aerial Vehicle

[Redacted]

b7E

Synopsis: Provide information on Unmanned Aerial Vehicle (UAV)

[Redacted]

b7E

for FY 2011.

Details: During Fiscal Year (FY) 2011, the UAV program consisted of [Redacted] full-time and [Redacted] part-time personnel. The [Redacted]

[Redacted]  
UAV Program with regards to operating procedures, requests for service procedures and training. These operating and training procedures and guidelines were established in accordance with the EC dated 10/28/2010, titled Standard Operating Procedures (SOP) UAV [Redacted] file numbers 319T-2-HQ-A1487668 and 321D-IR-A7788. This EC was drafted and approved based on observations and lessons learned from previous UAV [Redacted] operations and a desire to implement a UAV [Redacted] program within OTD which was not only successful but followed investigative guidelines, both legal and operational. The EC also addressed training and Electronic Surveillance (ELSUR) requirements not met in previous UAV [Redacted] operations. In addition, the EC established a request process from Field Offices for UAV [Redacted] services and guidance on Federal Aviation Administration (FAA) and Bureau Aviation Regulations (BAR) for Pilot-in-Command, Co-Pilot and Observers for UAV operations within the National Airspace System (NAS) and throughout the United States. As a result, the following Goals and Objectives were established and met for FY 2011.

b7E

~~UNCLASSIFIED~~

~~SECRET~~ (U)

CREW-5007

~~SECRET~~ (U)

~~UNCLASSIFIED~~

To: Operational Technology From: Operational Technology  
Re: 319T-2-HQ-A1487668, 02/02/2012

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~~SECRET~~ (U)



(Rev. 05-01-2008)

UNCLASSIFIED

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/22/2010

b6  
b7C

To: Operational Technology

Attn: ET [REDACTED]  
Video Surveillance Unit

From: CIRG

SAS/ASB/ASU

Contact: SSA [REDACTED]

Approved By: [REDACTED]

b6  
b7C

Drafted By: [REDACTED]

Case ID #: 321D-IR-A7788 (Pending); 34

Title: UNMANNED AIRCRAFT SYSTEMS;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: FAA UAS All Hands Conference Call [REDACTED]

b7E

Reference: 321D-IR-A7788 Serial 32

Administrative: Slides delivered to VSU via UNET.

Enclosure(s): For the file only: FAA provided briefing slides.

Details: On [REDACTED] the FAA  
Unmanned Aircraft Systems Office [REDACTED]  
[REDACTED] held a conference  
call to discuss [REDACTED]

b6  
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b7E

201 [REDACTED] 01.wpd

UNCLASSIFIED

uploaded 7/30/10 by [REDACTED]

CREW-5021

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 07/22/2010

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT QUANTICO, VA

Read & clear.

♦♦

UNCLASSIFIED

UNCLASSIFIED

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 03/29/2012

To: Operational Technology

Attn: Video Surveillance Unit

From: CIRG

SAS/ASB/FFOU

Contact: SSA [REDACTED]

b6  
b7C

Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: Guidance from FAA Unmanned Aircraft Program Office.

Details: On 03/29/2012, per telcal, the investigating Agent discussed unmanned aerial system ("UAS") training issues with [REDACTED] [REDACTED] Air Traffic Manager, Unmanned Aircraft Systems, [REDACTED]

b6  
b7C

[REDACTED] reported that the FBI could conduct internal UAS training and pilot certification without [REDACTED] training. The only prerequisite to such training is that all attendees be licensed pilots. The investigating Agent invited [REDACTED] to send an FAA employee to attend the first such in-service.

b6  
b7C  
b7E

UAV2.WPD

UNCLASSIFIED

CREW-5023

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 03/29/2012

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

Read & clear.

♦♦

UNCLASSIFIED

(Rev. 05-01-2008)

UNCLASSIFIED

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 03/14/2012

To: Operational Technology

Attn: VSU

From: CIRG

SAS/ASB/FFOU

Contact: SSA

Approved By:

Drafted By:

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: UAS Conference

Reference: 321D-IR-A7788 Serial 89

Administrative: The writer's presentation is available on the ASB SharePoint site.

Enclosure(s): For the file only, four FD-340 envelopes containing: (1) Business cards from conference participants, (2)

(3) Summary of conference presenters, (4) The writer's presentation.

Details: Unmanned Aerial System ("UAS") conference at from The investigating Agent attended and delivered a lecture entitled, "Legal Challenges to Unmanned Aerial Systems in the United States." The presentation focused on the relevant constitutional and administrative law governing UAS operations in the United States.

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b7C  
b7E

b7D  
b7E

b6  
b7C  
b7D  
b7E

UAV3.WPD

UNCLASSIFIED

CREW-5025

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 03/14/2012

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

Read & clear.

Set Lead 2: (Info)

CANBERRA

AT CANBERRA, AU

Read & clear.

♦♦

UNCLASSIFIED

FD-281  
Revised  
07-25-2002

FEDERAL BUREAU OF INVESTIGATION  
**RECEIPT FOR GOVERNMENT PROPERTY**

**REQUEST TYPE**

☒ Received

☐ Returned

**PROPERTY RECEIVED**

FBI Identification Card No.:

Special Agent Badge No.:

Special Agent Credential Card No.:

Support Employee Credential Card No.:

Contractor/Task Force/Other Credential Card No.:

Key Number:

Hook Number:

Room Number:

Government Credit Card No.:

Telephone Calling Card No.:

Cellular Telephone No.:

Laptop Computer No.:

Bullet Proof Vest:

Other:

b7E

**PROPERTY RECEIVED FROM**

Signature:

Name:

Date:

01/19/2012

b6  
b7C

**CERTIFICATION**

I certify that I have received the government property acknowledged above for official use. The government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. **Employee will be required to reimburse the FBI for lost/stolen property in cases where the employee is found to be negligent.**

Signature:

Name:

SSN:

**PROPERTY RETURNED**

Reason for Returning:

☐ Absence For Maternity Reason

☐ Transfer

☐ Military Leave

☐ Resignation

☐ Retiring

☐ Other

FBI Identification Card No.:

Special Agent Badge No.:

Special Agent Credential Card No.:

Support Employee Credential Card No.:

Contractor/Task Force/Other Credential Card No.:

Key Number:

Hook Number:

Room Number:

Government Credit Card No.:

Telephone Calling Card No.:

Cellular Telephone No.:

Laptop Computer No.:

Bullet Proof Vest:

Other:

**PROPERTY RETURNED TO**

Signature:

Name:

Date:

**CERTIFICATION**

I certify that I have returned the government property acknowledged above for official use.

Signature:

Name:

SSN:

CREW-5035

TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \*\*\* P R O P E R T Y M A N A G E M E N T \*\*\*

01/19/2012

DPCTR12

CHARGE OUT - CONFIRMATION SCREEN

15:18:45

Property Number  Suffix

Serial Number

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846

RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

Charge Out Date . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location

Local Location

Case No

Remarks

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

F1= Help F3= Exit F12= Cancel

4A0

24,078

CREW-5036

b7E

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TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*

01/19/2012

DPCTR12

CHARGE OUT - CONFIRMATION SCREEN

15:19:49

Property Number  Suffix

Serial Number

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846

RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

Charge Out Date . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location

Local Location

Case No

Remarks

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

F1= Help F3= Exit F12= Cancel

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CREW-5037

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TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*

01/19/2012

DPCTR12 CHARGE OUT - CONFIRMATION SCREEN

15:20:46

Property Number  Suffix

Serial Number

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846

RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

Charge Out Date . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location

Local Location

Case No

Remarks

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

F1= Help F3= Exit F12= Cancel

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TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*

01/19/2012

DPCTR12

CHARGE OUT - CONFIRMATION SCREEN

15:14:02

Property Number  Suffix

Serial Number

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846

RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

Charge Out Date . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location

Local Location

Case No

Remarks

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

F1= Help F3= Exit F12= Cancel

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(Rev. 05-01-2008)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/10/2012

To: Operational Technology

Attn: Video Surveillance Unit

From: CIRG

SAS/ASB/FFOU

Contact: SSA [REDACTED]

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b7c

Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: (U) UAS Test Site Request for Comments, 04/10/2012.

Details: (U) On 04/10/2012, the investigating Agent participated in a web based seminar hosted by the Federal Aviation Administration ("FAA"). The topic of the presentation was the solicitation of comments on proposed unmanned aerial system ("UAS") test ranges for use in evaluating integration of UASs into the National Airspace System. The conference was open to the public and journalists reportedly participated. As all statements were on the record, the investigating Agent did not speak.

(U) FAA employees [REDACTED] were the presenters. The main topic was the review of the *FAA Modernization and Reform Act of 2012* ("Act") and the current notice of proposed rule making concerning the test ranges and the associated pending request for comment. This requirement was included in the Act by Congress. The FAA shall determine the location of six test ranges which shall be operational within 180 days. FAA-2012-0252 is the Federal Register document number for the requirements concerning test ranges. The ranges are intended to test a variety of UAS capabilities such as conventional takeoff and landing, high speed flight, maritime capability, operations at very high altitude, and evaluation of dissimilar aircraft in multiple altitude structures. Geographic and climatic diversity is a goal for the test ranges. The FAA will

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UAV1.WPD

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

CREW-5040

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 04/10/2012

not fund the operation of these test ranges. Each user wanting to operate a range must demonstrate ability and experience to do so. Comments are due 05/08/2012. Test site selection will be published in December, 2012. All comments will be posted to [www.regulations.gov](http://www.regulations.gov) or on the FAA website. Additional information is provided at [www.faa.gov/about/initiatives/uas/](http://www.faa.gov/about/initiatives/uas/).

(U) Relevant questions and answers are discussed below. One questioner asked about whether the test ranges would allow both civil and public operations. The FAA responded that both civil and public flight operations would be allowed. The tenor of the answers to various questions made clear that the test ranges are meant for use in research and development and not for operational use. The program is intended to allow the FAA to evaluate system safety, aircraft certification, command and control links, control station layout, sense and avoid, environmental impact, and human factors. The request for comments is intended to help define the range selection criteria. No sites have yet been chosen. The funding of the test site will be the responsibility of the proponent. The FAA would not charge for test range use. The question of whether the operator of the test range could assess fees was not answered.



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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 04/10/2012

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

(U) Read & clear.

♦♦

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

Management and Program Analyst  
Technical Response Unit  
Phone: [REDACTED]  
Fax: [REDACTED]

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From: [REDACTED] (OTD) (FBI)  
Sent: Friday, July 30, 2010 10:29 AM  
To: [REDACTED] (OTD) (FBI); [REDACTED] (OTD) (FBI)  
Cc: [REDACTED] (OTD) (FBI); [REDACTED] (OTD)(FBI); [REDACTED] (OTD) (FBI)  
Subject: RE: PO# [REDACTED]

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UNCLASSIFIED  
NON-RECORD

[REDACTED]  
Do you have any update on this ?

From: [REDACTED] (OTD) (FBI)  
Sent: Thursday, July 29, 2010 8:14 AM  
To: [REDACTED] (OTD) (FBI)  
Cc: [REDACTED] (OTD) (FBI); [REDACTED] (OTD)(FBI); [REDACTED] (OTD) (FBI); [REDACTED] (OTD) (FBI)  
Subject: RE: PO# [REDACTED]  
Importance: High

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UNCLASSIFIED  
NON-RECORD

[REDACTED]  
[REDACTED] called yesterday inquiring about payment for the above purchase order. I checked [REDACTED] today and nothing has been posted for payment. We received the item in January. Can you please provide an update of the [REDACTED]  
[REDACTED]

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The POC for payment on this contract for [REDACTED]

[REDACTED]  
Management and Program Analyst  
Technical Response Unit  
Phone: [REDACTED]  
Fax: [REDACTED]

From: [REDACTED] (OTD) (FBI)  
Sent: Tuesday, April 20, 2010 1:19 PM  
To: [REDACTED] (OTD) (FBI)  
Cc: [REDACTED] (OTD) (FBI); [REDACTED] (OTD)(FBI); [REDACTED] (OTD) (FBI)  
Subject: RE: PO# [REDACTED]  
Importance: High

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UNCLASSIFIED  
NON-RECORD

[REDACTED]  
Any updates on this [REDACTED] with the [REDACTED] is showing the money has not been taken.

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[REDACTED]  
Management and Program Analyst

Technical Response Unit

Phone: [REDACTED]

Fax: [REDACTED]

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From: [REDACTED] (OTD) (FBI)

Sent: Friday, February 26, 2010 2:59 PM.

To: [REDACTED] (OTD) (FBI)

Cc: [REDACTED] (OTD) (FBI)

Subject: RE: PO# [REDACTED]

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UNCLASSIFIED

NON-RECORD

[REDACTED] here is the contact info for the person that needs to talk to you about setting up a [REDACTED] can get payment.

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[REDACTED]  
Thanks  
[REDACTED]  
[REDACTED]

Management and Program Analyst

Technical Response Unit

Phone: [REDACTED]

Fax: [REDACTED]

From: [REDACTED] (OTD) (FBI)

Sent: Friday, February 12, 2010 11:01 AM

To: [REDACTED] (OTD) (FBI)

Cc: [REDACTED] (OTD) (FBI)

Subject: PO# [REDACTED]

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UNCLASSIFIED

NON-RECORD

I have sent you emails on your IC account in reference to a [REDACTED] being set up with the [REDACTED] We have received these items so the [REDACTED] for payment.

Thanks  
[REDACTED]  
[REDACTED]

Management and Program Analyst

Technical Response Unit

Phone: [REDACTED]

Fax: [REDACTED]

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED



UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Tracking:

Recipient



Read

Read: 8/16/2010 8:32 AM

Read: 8/16/2010 10:01 AM

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# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	05/24/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
_____ ASU _____ Date	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: _____	

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-25-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

CREW-5066

## ACQUISITION SECURITY REQUEST

Request Date: 05/24/2011	Anticipated Procurement Date: 06/24/2011
<b>VENDOR INFORMATION</b>	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> <b>Manufacturer</b> <input checked="" type="checkbox"/> <b>Hardware</b> <input type="checkbox"/> <b>Software</b> <input type="checkbox"/> <b>Maintenance</b>	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> <b>Contractor Providing Classified Services</b> <input type="checkbox"/> <b>DD Form 254 Required</b>	
Vendor Name:	
Vendor Address:	
<b>PRODUCT/SERVICES INFORMATION</b>	
<input type="checkbox"/> <b>FISMA System</b> <input checked="" type="checkbox"/> <b>Critical Asset System</b> <input type="checkbox"/> <b>Telecommunications</b> <input type="checkbox"/> <b>Audiovisual</b>	
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicles
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle
3. Network on which product/service is to be used (i.e. etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
<b>PROCUREMENT INFORMATION</b>	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
<b>DOCUMENTATION ATTACHED</b>	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328) <input type="checkbox"/> Key Management Personnel Listing (KMPL) <input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment <input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
<b>PRIORITY</b>	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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Revised 07/01/08

Return to Acquisition Security Unit, PA-555  
Unclassified Fax: 202-220-9232

CREW-5067

~~SECRET//NOFORN~~**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 12/28/2011

To: Finance

[REDACTED] STCU

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From: Operational Technology

Traditional Technology Section/Video Surveillance Unit

Contact: [REDACTED]

Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: (U) 319B-14-HQ-A1487504-583

Title: (U) Requisition Matters

Synopsis: (U) To request that the Science and Technology Contracts Unit (STCU) evaluate and provide approval for the attached requisition for [REDACTED] for Unmanned Aerial Systems (UAS), training and repair services.

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Classified by: F88M56K63

Derived From: FBI NSISCG-20090615

Declassify On: 20361228

Enclosure(s): (U) FD-369 Requisition [REDACTED]

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(U) Vendor Quote

(U) Sole Source Justification

(U) Acquisition Security Request

(U) Acquisition Security Unit Checklist

(U) Technical or Scientific Product Waiver

(U) Security Addendum

Details: (U) The Video Surveillance Unit (VSU) is responsible for

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VSU362.1.wpd

~~SECRET//NOFORN~~

MAIL ID 36908

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISEb6  
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CREW-5068

~~SECRET//NOFORN~~

To: Finance From: Operational Technology  
Re: 319B-14-HQ-A1487504, 12/28/2011

LEAD(s):

Set Lead 1: (INFO)

FINANCE

AT WASHINGTON, DC

(U) For information only.

CC: 1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)

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~~SECRET//NOFORN~~

## ACQUISITION SECURITY REQUEST

Request Date: 12/28/2011

Anticipated Procurement Date: 01/30/2012

## VENDOR INFORMATION

☐ Reseller With Access to FBI Facilities ☐ Reseller With No Access to FBI Facilities

Vendor Name:

Vendor Address:

☒ Manufacturer☒ Hardware☐ Software☐ Maintenance

Vendor Name:

Vendor Address:

☐ Contractor Providing CLASSIFIED Services☐ DD Form 254 Required

Vendor Name:

Vendor Address:

## PRODUCT/SERVICES INFORMATION

☐ FISMA System☒ Critical Asset System☐ Telecommunications☐ Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)

Unmanned Aerial Systems, Training and Repair Services

2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?

Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicles

3. Network on which product/service is to be used (i.e. etc.).

N/A

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)

SECRET

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?

FBI PERSONNEL

6. Will the vendor require access to classified information/systems?

NO

## PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:

FBI COTR Name/Phone:

Program Manager/Technical POC:

Requisition Number:

Purchase Order Number:

Contract Number:

## DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)☐ Key Management Personnel Listing (KMPL)☒ FD-369 Requisition for Supplies and/or Equipment☐ Statement of Work (SOW) – Required if a classified contract

## PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

Revised 07/01/08

Return to Acquisition Security Unit, PA-555  
Unclassified Fax: 202-220-9232

## Version 3 – 10/01/2009

MUST BE COMPLETED BY REQUESTOR	
Request Date:	12/28/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
<b>Highest Classification Required for Vendor to Provide Services / Products:</b> (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
<b>Comments:</b>          	

ASU USE ONLY	
Date Received: _____ Date Additional Information Requested: _____ Date Returned: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- ☐ Classified Contract (DD 254 Required)
- ☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- ☐ Contracting Officer's Security Representative
- ☐ E-QIP Special Security Requirements
- ☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- ☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
- ☐ Personnel Security Special Security Requirements
- ☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- ☐ Contractor Financial Disclosure Requirements
- ☐ Contractor Suitability Requirements
- ☐ National Interest Determination

☐ Required if not already accomplished as part of the original contract award

☐ Required if connected to a FISMA or Critical Asset System (i.e. )

☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System

☐ Intergovernmental procurement / reimbursement

☐ No actions related to security were identified in the documentation provided

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Date \_\_\_\_\_

**Procurement Official/COTR/Technical Representative:**

☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.

☐ This ☐ is / ☐ is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: 

Please attach the completed checklist to your package at submission to Finance.

FEDERAL BUREAU OF INVESTIGATION  
**TECHNICAL OR SCIENTIFIC PRODUCT WAIVER JUSTIFICATION FORM**  
Version 1.0 (12/28/2010)

*This form must be completed by a Program Manager within OTD, LD, or CJIS. Once completed, this form, along with the completed FD-369 Requisition form, must be submitted to the appropriate divisional approval supervisor per the table of dollar-levels below:*

Total Value of Requisition	Approval Authority Required
Up to and including \$100,000	Unit Chief
Up to and including \$500,000	Section Chief
Up to and including \$1,000,000	Deputy Assistant Director
Over \$1,000,000	Assistant Director

*Once the approved form is remitted with proper approval indicated, it must be included in your Requisition Package.*

Program Name: UAV/UAS Date: 12/28/2011

Division/Section/Unit: OTD / TTS / VSU FD-369 Requisition #:

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**Verify all criteria apply:**

- ☐ The acquisition will not conflict, duplicate, or compete with a service already provided by ITB;
- ☐ The acquisition will not aid in the development of conflicting, duplicative, or competing networks already provided by ITB, or if so, a document is attached evidencing approval of the CIO;

The items will be used to (*you must check at least one*):

- ☐ Intercept, capture, collect, or record audio, video, image, or digital data in the course of surveillance activities;
- ☐ Exploit secure technologies and protect covert operations;
- ☐ Conduct scientific research, laboratory, or forensic analysis; and

☐ The products will not be connected to or installed on one of the FBI Enterprise networks, or if so, a document is attached evidencing approval of the CIO.

*I certify that the above are adequately satisfied and all information provided on this form is accurate:*

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Program Manager Signature

Program Manager Name (printed)

Approval Signature:

Date: 12/28/2011

Name and Title:  Unit Chief



☐ Routine  
☐ Priority  
☒ Expedite

**REQUISITION (FD-369) COVER SHEET**  
**OPERATIONAL TECHNOLOGY DIVISION (OTD)**

Entered in PAMS by:

b6  
b7C  
b7E

**REQUIRED 1. ☒ REQUIRED DOCUMENTATION** (See Acquisition Documentation Guideline)

<input type="checkbox"/>	Acquisition Plan FD-911 (Required for acquisitions ≥ \$5M system life cost)
<input checked="" type="checkbox"/>	EC (Required for all acquisitions ≥ \$100K, except contract renewals)
<input checked="" type="checkbox"/>	Independent Government Cost Estimate
<input type="checkbox"/>	Market Research
<input checked="" type="checkbox"/>	Sole Source Justification
<input type="checkbox"/>	Statement of Work (SOW) or Statement of Need (SON)
<input type="checkbox"/>	Source Selection Plan (Required for competitive acquisitions ≥ \$100K)
<input checked="" type="checkbox"/>	Acquisition Security Checklist
<input checked="" type="checkbox"/>	Acquisition Security Request (ASR)
<input type="checkbox"/>	DD Form 254 (Required for classified contracts)
<input type="checkbox"/>	Section 508 (Required for electronic and IT acquisitions)
<input checked="" type="checkbox"/>	TSP Waiver Justification Form

Additional Requirements for IT Acquisitions Only

☐ COTS Approval (Required for ALL IT acquisitions)  
☐ IT Acquisition Form (Required for acquisitions > \$25K)

**REQUIRED 2. ☒ UNIT CHIEF APPROVAL**

Printed Name

initial

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**3. ☐ TMSU APPROVAL**

Printed Name

initial

TMSU Review Criteria		YES	NO
(If the Answer to any of below questions is YES, Requisition MUST be submitted to TMSU)			
Is the request ≥ \$5M (TMSU will assist in preparing for Acquisition Review Board)?			
Is request to fund a Service Contract (New Contract <input type="text"/> or Existing Contract <input type="text"/> )?			
If funding an existing contract option or mod identify the Contract # <input type="text"/>			
Is request to fund an Activity or Project (New <input type="text"/> or Existing <input type="text"/> )?			
If an existing Activity or Project reported in PAMS, identify PAMS ID # <input type="text"/>			

**4. ☒ > \$150,000 - Section Chief**

Printed Name

initial

**5. ☐ > \$500,000 - Deputy Asst Director**

**Anthony P. DiClemente**  
initial

**6. ☐ > \$1,000,000 - Assistant Director**

**Amy S. Hess**  
initial

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**7. ☒ REQUISITION WITH ECs ATTACHED:**

for uploading or alternate   
Printed Name initial

**REQUIRED 8. ☒ SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING**

**DTP: All Accounts**  initial

**TFS&S: All Accounts**

initial  
 initial

**IITP: STAS/NGW(3-G)**  initial

**CNCI (Cyber) & TRIAD**

initial

**IITP: STAS**  initial

**CSEA (Spectrum)**

initial

b6  
b7C

Please upload & carry to SRU

Rev: 10/13/10

REQUISITION (FD-369) COVER SHEET

OPERATIONAL TECHNOLOGY DIVISION (OTD)

REQUISITION #

Entered in PAMS by

☒ Routine  
☐ Priority  
☐ Expedite

REQUIRED 1. ☒ REQUIRED DOCUMENTATION (See Acquisition Documentation Guideline)

☐ Acquisition Plan FD-911 (Required for acquisitions  $\geq$  \$5M system life cost)  
☒ EC (Required for all acquisitions  $\geq$  \$100K, except contract renewals)  
☐ Independent Government Cost Estimate  
☒ Market Research  
☒ Sole Source Justification  
☐ Statement of Work (SOW) or Statement of Need (SON)  
☐ Source Selection Plan (Required for competitive acquisitions  $\geq$  \$100K)  
☒ Acquisition Security Checklist  
☒ Acquisition Security Request (ASR)  
☐ DD Form 254 (Required for classified contracts)  
☐ Section 508 (Required for electronic and IT acquisitions)

Additional Requirements for IT Acquisitions Only

☐ COTS Approval (Required for IT non-baseline acquisitions)  
☐ IT Acquisition Form (Required for requisitions  $>$  \$25K)

REQUIRED 2. ☒ UNIT CHIEF APPROVAL

☐ TMSU APPROVAL

Is the request  $\geq$  \$5M (TMSU will assist in preparing for Acquisition Review Board)?

Is request to fund a Service Contract (New Contract or Existing Contract)?

If funding an existing contract option or mod identify the Contract #

Is request to fund an Activity or Project (New or Existing)?

If an existing Activity or Project reported in PAMS, identify PAMS ID #

4. ☒  $>$  \$100,000 - Section Chief

5. ☒  $>$  \$500,000 - Deputy Assistant Director

6. ☐  $>$  \$1,000,000 - Assistant Director

7. ☐ REQUISITION WITH ECs ATTACHED:

8. ☒ SRU/MSU - FUNDING APPROVAL & TR to CONTRACTING

DTP: All Accounts

TFS&S: All Accounts

IITP: STAS/NGW(3-G)

CNCL (Cyber) & TRIAD

IITP: STAS

CSEA (Spectrum)

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(Rev. 05-01-2008)

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## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/12/2011

To: Finance

STCU

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From: Operational Technology

Traditional Technology Section/Video Surveillance Unit

Contact: [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED]

Case ID #: (U) 319B-14-HQ-A1487504-5310

Title: (U) Requisition Matters

Synopsis: (U) To request that the Science and Technology Contracts Unit (STCU) evaluate and provide approval for the attached requisition for [REDACTED] for Unmanned Aerial Systems (UAS).

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Classified by: F88M56K63

Derived From: FBI NSISCG-20090615

Declassify On: 20360412

Enclosure(s): (U) FD-369 Requisition # [REDACTED]

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(U) Vendor Quote

(U) Sole Source Justification

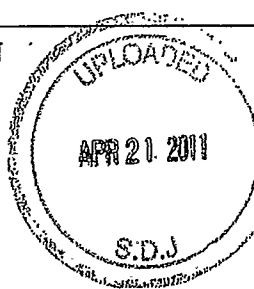
(U) Acquisition Security Request

(U) Acquisition Security Unit Checklist

Details: (U) The Video Surveillance Unit (VSU) is responsible for [REDACTED]

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~~(S)~~/NF) In a never ending struggle to provide better service and capabilities to the FBI thru the use of new technology the



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To: Finance From: Operational Technology  
Re: 319B-14-HQ-A1487504, 04/12/2011

LEAD(s):

Set Lead 1: (INFO)

FINANCE

AT WASHINGTON, DC

(U) For information only.

CC: 1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)

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## ACQUISITION SECURITY REQUEST

Request Date: 04/12/2011	Anticipated Procurement Date: 05/12/2011
<b>VENDOR INFORMATION</b>	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services <input type="checkbox"/> DD Form 254 Required	
Vendor Name:	
Vendor Address:	
<b>PRODUCT/SERVICES INFORMATION</b>	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicles
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle [REDACTED]
3. Network on which product/service is to be used (i.e. [REDACTED] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
<b>PROCUREMENT INFORMATION</b>	
Contracting Officer Name/Phone:	[REDACTED]
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
<b>DOCUMENTATION ATTACHED</b>	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) - Required if a classified contract	
<b>PRIORITY</b>	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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CREW-5095

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